UNITED
NATIONS

ST

Secretariat

ST/AI/1997/1
20 August 1997

ADMINISTRATIVE INSTRUCTION

CONDITIONS UNDER WHICH STAFF MEMBERS MAY TAKE NATIONAL COMPETITIVE RECRUITMENT EXAMINATIONS*

The Under-Secretary-General for Administration and Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of implementing staff regulations 4.1 and 4.4, and to define the conditions under which staff members may take national competitive recruitment examinations, promulgates the following:

Section 1

Examinations opened to staff members

National competitive recruitment examinations leading to the recruitment of staff at the P-1/P-2 and P-3 levels are opened to staff members under conditions set out below.

Section 2

Eligibility

2.1 A staff member serving in the General Service and related categories may apply to take a national competitive recruitment examination as defined in section 1, provided he or she:

(a) Is recognized by the United Nations as a national of one of the countries for which an examination at the appropriate level and occupational group is administered in a particular year and submits passport or other proof of citizenship;

(b) Meets the minimum entrance criteria set out in section 3;

* Personnel Manual index No. 4031.

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(c) Has a satisfactory record of performance;

(d) Holds a United Nations appointment valid at least until the end of the month when the written examination is scheduled to take place.

2.2 Staff members shall provide relevant documents, if necessary, as evidence in support of their meeting the eligibility requirements listed in section 2.1.

Section 3

Minimum entrance criteria

3.1 The minimum entrance criteria at the P-1/P-2 level for eligible staff members are as follows:

(a) A first-level university degree directly relevant to one of the occupational groups for which the examination is administered to the nationals of their country of origin;

(b) Fluency in English or French.

3.2 The minimum entrance criteria at the P-3 level for eligible staff members are as follows:

(a) An advanced university degree directly relevant to one of the occupational groups for which the examination is administered to the nationals of their country of origin;

(b) Four years of professional experience in a field directly relevant to one of the occupational groups for which the examination is administered to the nationals of their country of origin;

(c) Fluency in English or French.

Section 4

Applications

Staff members who wish to submit an application shall complete the appropriate application form and submit it with all required documentation to the Examinations and Tests Section by the deadline indicated in the information circular which shall inform them well in advance of upcoming examinations.

Section 5

Review of applications by the Central Recruitment Examination Board

5.1 Every application shall be subject to review by the Central Recruitment Examination Board to determine whether it meets the conditions set out in this instruction.

5.2 When more than 50 applications from nationals of a given country are received for a particular occupational group, the Board shall review all applications with a view to limiting admission to the examination to the most qualified candidates. For that purpose, the Board shall review the qualifications which exceed the minimum entrance criteria listed in section 3. These additional qualifications include, but are not limited to, advanced university degrees, diplomas or certificates, knowledge of additional official languages of the United Nations (Arabic, Chinese, Russian and Spanish), a broader spectrum of work experience, and any publications.

5.3 Candidates admitted to participate in the examination shall be informed upon review and acceptance of the application.

Section 6

Appointment in the Professional category

Candidates, including staff members, who successfully complete the written and oral examinations and the interview shall be placed on a reserve list of qualified candidates. Candidates may then be selected, normally within one year according to General Assembly guidelines, depending on the needs of the United Nations and the availability of posts.

Section 7

Final provision

The present instruction shall enter into force on 19 August 1997.

(Signed) Joseph E. Connor
Under-Secretary-General
for Administration and Management